

Good Shepherd Episcopal Church

Facility Use Policies

PURPOSE

- The use of the worship, reception and meeting facilities of Good Shepherd Episcopal Church is meant to complement and enhance the worship, education and ministries of the parish and shall be consistent with the parish mission statement.
- The use of the building, grounds and equipment shall be confined to religious, educational, social service and other character-building functions. The facilities may not be used by outside groups for profit making activities except with prior vestry approval.
- Organizations engaged in partisan political campaigns are not eligible to use the church facilities but the facility may be used as a polling place for elections.

PROCESS

- Requests for use of the facilities must be made with the church office during office hours, Monday-Friday 9:00 am-4:30 pm with sufficient lead time to satisfy the approval process.
- Proper forms must be completed and filed with the Parish Administrator prior to the event being placed on the church calendar.
- The programs of the Church and her organizations will have precedence in all schedules for the use of the facilities.
- Fees shall ordinarily be collected from users not a part of Good Shepherd Episcopal Church to offset facility use costs and may be waived when appropriate. For large internal events, fees may also be assessed to offset associated costs.
- Certificate of Liability and Property Damage insurance coverage naming Good Shepherd Episcopal Church as an additional insured **MUST** be on file at least three (3) business days prior to the date of the event by all outside groups for the purpose of covering liability, property damage, or accidents that might occur on church property.

USE RESTRICTIONS

- Smoking, all illegal substances, and weapons are absolutely prohibited.
- Alcohol is prohibited without prior approval of Church Administrator consistent with vestry approved guidelines and oversight. Good Shepherd reserves the right for the Church Administrator to refuse and/or restrict such use as deemed appropriate to individual situations. In all cases, any alcohol use is to be restricted to wine and/or beer.
- Dining or the serving of food is limited to pre-approved designated areas.
- Use of kitchen will be for church functions only and will be in accordance with Kitchen Policy and Checklist For Use of Kitchen documents. Questions shall be directed to Sexton and/or Junior Warden.
- The facilities are to be left clean and in the same condition and arrangement as they were prior to the event.

- Lights must be turned out, heat/AC adjusted to proper levels and doors locked appropriately, as per instructions to be determined by Church Administrator.
- Trash must be put in the designated inside receptacles and removed to designated outside receptacles prior group departure.
- Children shall be supervised at all times. At no time shall a child or children be left alone with a single adult or supervisor except a parent or family member. Safe Church guidelines shall be followed.
- Only freestanding decorations are allowed. No tape, glue, staples, tacks, pins or other fixatives may be used. All decorations must be removed as part of clean up.
- The user is responsible for any damage done to the church property and a damage deposit may be required. If there are damages, the church will have all repairs and/or replacements made at the user's expense by a contractor, cleaning service, and/or supplier of the church's choosing.
- Use of the kitchen, where approved, shall be subject to requirements/instructions posted in the kitchen.
- Use of space shall be limited to the room or rooms for which approval is given.
- Equipment, furnishings and furniture may not be removed from the premises and shall not be moved within the building without prior consent of the Church Administrator and/or the Junior Warden. In all cases, use shall be in accordance with these policies. Questions shall be directed to the Church Administrator and/or the Junior Warden.
- Equipment use:
 - Tables and chairs – Arrangements shall be made with the Church Administrator when event is scheduled as to numbers needed, who will set up, and who will take down and return to storage as appropriate.
 - Audio-Visual Equipment – For Good Shepherd programs and groups, requests shall be made to the Church Administrator when the event is scheduled as to which equipment is need, who will set up, who will operate, and who will return to proper storage. For outside groups using the facilities, the AV screen may be used by request, but no electronic equipment belonging to Good Shepherd is to be furnished. Outside groups may bring in their own electronic equipment with notification and approval of the Church Administrator.

WEDDINGS

- Weddings and receptions for members of Good Shepherd and their families will fall under the policies outlined above. Scheduling must be made through the Church Administrator. Arrangements must be made with and approved by the Church Administrator for receptions as to kitchen use, catering, Parish Hall decorations, clean-up, and any other requirements necessary to leave the building ready for the next parish use. Arrangements MAY be made through the Church Administrator for clean-up using a provider of the church's choosing. Assessment of appropriate fees for reimbursement of church-incurred expenses should be expected.
- Weddings and receptions for non-members of Good Shepherd shall be considered on a case by case basis at the discretion of the Rector and in conversation with the Church

Administrator. Scheduling shall be subject to the requirements of Good Shepherd programs and services. A facility use fee, as well as reimbursement of church-incurred expenses, should be expected.

EMERGENCY INSTRUCTIONS

- Facility users shall be instructed in the approved application as to procedures to follow in the event of an emergency. These procedures shall also be posted in the hallway leading to the Parish Hall.

SPECIAL EXHIBITS

- At such times as Good Shepherd may have special exhibits (such as art) displayed in the Parish Hall, security standards for these items shall be as follows:
 - The Parish Hall will be locked during non-office hours when no other event is on-going.
 - The Parish Hall will be open through the hallway entrance during normal office hours.
 - The outside entry doors into the Parish Hall shall remain locked unless Sunday services or other Parish activities are going on in the Parish Hall.